



# UNITED STATES DISTRICT COURT

## Northern District of Illinois, Chicago

U.S. District Court, NDIL  
Human Resources Office, Room 1574  
219 South Dearborn Street, Chicago, Illinois 60604  
[www.ilnd.uscourts.gov](http://www.ilnd.uscourts.gov)

## NOTICE OF TERM LAW CLERK VACANCY

**To apply: Applicants must submit their application materials directly to the Chambers of Judge Charles P. Kocoras. For further information, please see directions under "Notice to Applicants" listed below.**

### **POSITION OVERVIEW**

The United States District Court for the Northern District of Illinois is seeking a full-time Term Law Clerk to Judge Charles P. Kocoras. The clerkship is for a one-year term beginning January 2017.

The Term Law Clerk reviews legal submissions, performs legal research, prepares bench memoranda, and drafts orders and opinions addressing a wide assortment of issues arising in civil and criminal litigation. The law clerk may also perform case management duties through the Case Management/Electronic Case Filing (CM/ECF) system or administrative office functions such as editing, proofreading, telephone communications, written correspondence, and scheduling, as needed. The law clerk works cooperatively with other members of Judge Kocoras's staff, as well as staff in other chambers and court units, in order to effectively support the Judge in fulfilling his judicial responsibilities.

### **QUALIFICATIONS**

To qualify for the position of law clerk, a person must be a law school graduate from a law school on the approved list of either the American Bar Association or the Association of American Law Schools. Admission to the bar (of any jurisdiction) is required.

### **COMPENSATION**

Compensation and classification level will be set based on legal experience after receipt of J.D., bar membership, and qualifications of the successful candidate. JSP Grade 12 requires bar membership and one year of full-time legal work experience; JSP grade 13 requires bar membership and two years of full-time legal work experience; JSP grade 14 requires three years of legal work experience in which two years served as a federal chambers law clerk, pro se law clerk, bankruptcy appellate panel law clerk, or death penalty law clerk.

### **EMPLOYEE BENEFITS**

Benefits information may be viewed at:

<http://www.ilnd.uscourts.gov/Pages.aspx?zfbBBqIXnCMshfVZd7Psdg/8BBjEb22a>

### **NOTICE TO APPLICANTS**

Qualified applicants must submit a cover letter, resume and a list of three professional references letters.

**Due to the volume of applications received, the Court will only communicate with those applicants who will be interviewed. Please do not contact Chambers to inquire about the status of your application or to request an interview.**

## **Term Law Clerk**

This is a sensitive position; the finalist candidate will be required to satisfactorily complete a criminal background check. The Court requires employees to adhere to a Code of Conduct which is available upon request. Direct deposit is required for payment of compensation for employees. Employees of the District Court, Northern District of Illinois are excepted service appointments. Employees are considered at-will and are not covered by federal civil service classifications or regulations. Applicants must be U.S. citizens or eligible to work in the United States.

**The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.**